

**SUMMARY OF THE  
ON-SITE ASSESSMENT COMMITTEE MEETING  
JANUARY 23, 2002**

The On-Site Assessment Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Wednesday, January 23, 2002, at 1:00 p.m., Eastern Daylight Time (EDT). Chairperson Mr. Alfredo Sotomayor, of the Wisconsin Department of Natural Resources, led the meeting. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to address items of importance identified in the committee's previously distributed meeting agenda.*

## **INTRODUCTION**

Mr. Sotomayor called the meeting to order by taking roll call and reviewing the agenda. He indicated that the NELAC-7i Minutes were still being reviewed.

## **ANNOUNCEMENTS**

Mr. Sotomayor reminded the committee that February 24, 2002, was the deadline for submitting comments in preparation for the NELAC-8 Conference.

Mr. Wayne Davis, a former OSA Committee member, was introduced as the new Board of Directors liaison to the On-Site Assessment Committee. Mr. Davis stated that he would inform the BoD of any important issues that the OSA Committee wants elevated for resolution. He is looking forward to working with this committee once again.

## **TOPICS OF AGENDA**

### ***Membership Issues***

Mr. Sotomayor reported that Mr. Charles Dyer would not be able to continue participating in the committee. However, Mr. Dyer has volunteered to complete his work on the Chapter 5 Checklists. Mr. Sotomayor stated that he has a list of interested parties from the NELAC-7i Conference and suggestions from several committee members. He will review the options, pursue contacts, and report at the next OSA Committee teleconference.

### ***Reflections from Interim Meeting***

Mr. Sotomayor requested comments as to what worked and did not work at the NELAC-7i Conference OSA session. It was determined that the open forum for lab concerns was a good idea, but Mr. Sotomayor stated he had been questioned as to whether the committee actually felt it would receive candid feedback in that type of setting. He stated that the concept is a good one and this type of activity should be continued, despite the expressed concern on openness.

Mr. Sotomayor attended the Strategic Planning Meeting conducted before NELAC 7i and reported that there was discussion regarding how to obtain more small laboratory participation. He stated that during a brainstorming session many good ideas were presented about how to bring NELAC to the next stage with diminishing federal support. The Strategic Planning Meeting attendees felt that there is a need for more publicity and a concerted effort to do outreach to the small labs. Some committee members felt that the proposed ISO rewriting of Chapter 5 re-enforces that NELAC is not thinking of small labs when making decisions. It was stated that this does not mean that NELAC should change direction, but it was also noted that this might not be the way to get small labs to participate.

Mr. Sotomayor stated that he had not received further EPA or NELAC information since the NELAC-7i Conference regarding restructuring efforts. Mr. Wayne Davis noted that he had received an email from Ms. Silky Labie on the restructuring issue. He will forward this email to Mr. Sotomayor for distribution.

The contractor for the NELAC Strategic Plan effort is to submit its report by April 2002. The Strategic Planning meeting held in December 2001 was the prelude to the April 2002 report that will include some formulated alternatives and options.

### ***Appendix C (Some Ideas)***

In reviewing the OSA session minutes from the NELAC-7i Conference, Mr. Sotomayor noted that the Accrediting Authority Work Group SOP Subgroup based its recommendations to Appendix C on the 1999 Standards which are in effect only until the end of June 2002. He stated that when the subgroup started working it made sense to have something in place quickly that could be used as soon as possible. However, to change Appendix C in response to the subgroup's recommendations, he felt that it would be unwise to use the 1999 standards as reference.

The committee discussed the revisions to Appendix C and the necessity of reviewing the 2000 and 2001 NELAC Standards to be sure everything is covered. Mr. Richard Sheibley, who was a member of the subgroup revising Appendix C, favored using the 2001 standards as a reference. .

Mr. Richard Sheibley would like labs to voluntarily implement the standards about six months after publication. Come the end of June 2002, it will be necessary for laboratories to immediately use the NELAC 2000 Standards. It was noted that labs might not be able to implement changes that quickly. Some committee members felt that laboratories would prefer to use the NELAC 2001 Standards. This is an issue that affects more than just the OSA Committee. A decision needs to be made as to whether to skip the 2000 Standards entirely, at least for the purpose of the final version of Appendix C. It was recommended that the OSA Committee discuss this further with the entire committee present before elevating this to the Board of Directors for resolution. This will be a topic for discussion at the next OSA teleconference

## **ADJOURNMENT**

There being no further business, the meeting was adjourned.

## **NEXT TELECONFERENCE**

The next teleconference is scheduled for February 6, 2002, at 1:00 p.m., EST.

**ACTION ITEMS  
ON-SITE ASSESSMENT COMMITTEE MEETING  
JANUARY 23, 2002**

<b>ITEM No.</b>	<b>ACTION</b>	<b>DATE TO BE COMPLETE D</b>
1	Review NELAC-7i minutes and approve them for posting. (Committee)	02/06/02
2	Report on OSA membership issues (Sotomayor)	02/06/02
3	Forward Ms. Labie's message on restructuring of NELAC. (Davis)	ASAP

**PARTICIPANTS  
ON-SITE ASSESSMENT COMMITTEE MEETING  
JANUARY 23, 2002**

<b>Name</b>	<b>Affiliation</b>	<b>Address</b>
Sotomayor, Alfredo, Chair	Wisconsin DNR	T: (608)266-9257 F: (608)266-5226 E: sotoma@dnr.state.wi.us
Mr. Wayne Davis Board of Directors Liaison (invited)	South Carolina Department of Health and Environmental Control	T: 803-896-0970 F: 803-896-0850 E: davisrw@columb36.dhec.state.sc.us
Friedman, David (absent)	USEPA	T: (202)564-6662 F: (202)565-2432 E: friedman.david@epa.gov
Hall, Jack (absent)	Interpretive Consulting	T: (865)576-4138 F: (865)576-8558 E: scl3883@aol.com
Ingersoll, William (absent)	U.S. Navy - NAVSEA Prgrms. FO	T: (843)764-7337 F: (843)764-7360 E: ingersollws@navsea.navy.mil
Moore, Marlene	Advanced Systems, Inc.	T: (302)995-2290 F: (720)293-3706 E: mmoore@advancedsys.com
Parker, Faust	PBS&J Environmental Toxicology Laboratory	T: (713)977-1500 F: (713)977-9233 E: frparker@pbsj.com
Sheibley, Richard	Pennsylvania Dept. of Environmental Protection- Bureau of Laboratories	T: (717)705-2425 F: (717)783-1502 E: Sheibley.Richard@dep.state.pa.us
Uhlfelder, Mimi		T: (410)561-1898 F: (410)561-5809 E: mmuhlfelder@aol.com
Urta, Santos (absent)	City of Austin Water & WW Utility	T: (512)927-4027 F: (512)927-4038 E: santos.urta@ci.austin.tx.us
Brediger, Arlyn (Contractor Support)	Anteon Corporation	T: (702)731-4233 F: (702)731-4027 E: abrediger@anteon.co